

**National  
Endowment  
for the Arts**



**Application  
Guidelines  
Fiscal Year  
1984**

**84**

# **Visual Arts Grants to Organizations**

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## Application Calendar

Category	Application Deadline	Announcement of Grant Award or Rejection	Earliest Project Beginning Date
<hr/>			
Art in Public Places			
Letter of Intent	June 1, 1983		
Final Application	Dec. 15, 1983	June 1984	July 1984
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Visual Artists Organizations	June 15, 1983	Mar. 1984	Apr. 1984
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Visual Artists Forums	Nov. 1, 1983 (For projects beginning summer 1984, fall 1984, and spring 1985)	June 1984	July 1984
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Applications must be submitted by the Deadline Date shown for your category on the Application Calendar. Late applications or applications incomplete when the panel meets will be rejected.

NOTE: This booklet contains guidelines for organizations only. Guidelines for the Visual Artists Fellowships category can be requested from:

Visual Arts Program/ Fellowships Guidelines  
National Endowment for the Arts  
1100 Pennsylvania Avenue, N.W.  
Washington, D.C. 20506

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# Preface

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The National Endowment for the Arts, an independent agency of the federal government, was created in 1965 to encourage and assist the nation's cultural resources. The Endowment is advised by the National Council on the Arts, a presidentially appointed body composed of the Chairman of the Endowment and 26 distinguished private citizens who are widely recognized for their expertise or interest in the arts. The Council advises the Endowment on policies, procedures, and programs, in addition to making recommendations on grant applications.

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## Statement of the National Council on the Arts on Goals and Basic Policy of the National Endowment for the Arts

This statement of the goal of the National Endowment for the Arts, its role and responsibilities in the artistic life of the nation, is rooted in certain fundamental convictions.

These include the belief that there is a response to the world which may be termed aesthetic awareness, a distinctive perception of the aesthetic dimension of our physical and social environment.

This perception is unique to humankind and has existed as a fundamental part of all human societies from the earliest times. It is through the various arts that this perception of the world is sharpened, enlivened, expressed, and developed as a celebration of life in all its forms.

Cultivation of this awareness is a societal good as it quickens the experience of life and enhances its quality. Thus, the condition of the arts is an appropriate concern of the people and hence a proper concern of government. In recognition of this fact, the National Endowment for the Arts was created.

It is not the intention of this statement to define "art." The term is to be understood in its broadest sense; that is, with full cognizance of the pluralistic nature of the arts in America, with a deliberate decision to disclaim any endorsement of an "official" art and with a full commitment to artistic freedom.

*The goal of the Endowment is the fostering of professional excellence of the arts in America, to nurture and sustain them, and equally to help create a climate in which they may flourish so they may be experienced and enjoyed by the widest possible public.*

Within this goal there are five basic policies which include the following:

### I. Individual Creativity and Excellence

To foster creative effort by individual artists:

- A. through support for individuals, including non-institutional ensembles, of high artistic talent and demonstrated commitment to their field within the arts;
- B. through support of training and development of individual artists.

### II. Institutional Creativity and Excellence

To foster creative effort and the development of excellence in the arts in America:

- A. through support of institutions for projects and productions of substantial artistic significance, originality, and imagination;
  - B. through development of staff resources and through support of service organizations that provide technical and informational assistance to artists and institutions for the pursuit and achievement of standards of professional excellence in the arts.
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III. The Living Heritage

To preserve the artistic birthright of present and future generations of Americans by supporting survival of the best of all art forms which reflect the American heritage in its full range of cultural and ethnic diversity.

IV. Making the Arts Available

To insure that all Americans have a true opportunity to make an informed, an educated choice to have the arts of high quality touch their lives so that no person is deprived of access to the arts by reason of:

- Geography
- Inadequate income
- Inadequate education
- Physical or mental handicaps
- Social or cultural patterns unresponsive to diverse ethnic group needs.

V. Leadership in the Arts

With responsiveness to the needs of the field, to provide leadership on behalf of the arts:

- A. through advocacy and cooperation with other governmental agencies, on all matters relating to the arts;
- B. through advocacy with private institutions to stimulate increasing support for the arts from the private sector;
- C. through exploration of effective ways in which the arts may be used to achieve desirable social ends;
- D. through enlargement of the public's knowledge, understanding, and appreciation of the arts.

In carrying out these policies, reliance on the tested principle of review by peer panels is critical. To draw upon the judgment and experience of individual artists and other professionals in the arts—particularly those on the National Council, its committees, and the Endowment panels—is essential to establishing policies and making informed decisions in support of the arts.

The principle that financial support from the Endowment be matched by non-federal monies is also central to the manner in which these policies are carried out. While strongly affirming the value of the matching principle, the Endowment should give careful attention to the needs of developing arts groups of special merit which may not be able initially to adhere fully to the matching principle but are otherwise deemed worthy of support.

Information about the Endowment and its programs is contained in the Endowment's *Guide to Programs* which is available from:

Public Information  
National Endowment for the Arts  
1100 Pennsylvania Avenue, N.W.  
Washington, D.C. 20506  
202/682-5400

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## Introduction

The Visual Arts Program assists individuals of exceptional talent working in a wide range of styles and media. It also awards matching grants to visual artists organizations, state and local government units, educational institutions, and other non-profit, tax-exempt groups.

THIS BOOKLET CONTAINS FISCAL YEAR 1984 GUIDELINES FOR ORGANIZATIONS ONLY. Support will be offered through the following categories: Visual Artists Organizations, Visual Artists Forums, Art in Public Places, and Special Projects.

Support for individual artists working in all media will be offered through the Visual Artists Fellowships category. Guidelines for Fellowship applicants should be requested from the Visual Arts Program (see address below).

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## Application Review

After applications are received, they are checked for completeness by the Visual Arts Program staff and then reviewed by the appropriate Visual Arts Panel, a rotating committee of experts in the appropriate visual arts field. Following panel review, the National Council on the Arts makes recommendations to the Chairman of the National Endowment for the Arts for final decision. Applicants are then notified.

Please do not seek information on the status of your application. You will be notified in accordance with the Application Calendar inside the front cover of these guidelines.

When notified of receipt of a grant, applicants may request full or partial payment, depending on the nature and schedule of the project. Details will accompany the grant award letter.

If you have any questions or need help with your application, write or call this program. We can be reached at:

Visual Arts Program  
National Endowment for the Arts  
1100 Pennsylvania Avenue, N.W.  
Washington, D.C. 20506  
202/634-1566\*

\*During the spring of 1983, the National Endowment for the Arts will be moving to new offices at the address shown above. If you have difficulty reaching the Visual Arts Program by phone, please call Washington, D.C. Information at 202/555-1212.

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The Visual Arts Program provides support to organizations that serve artists, craftspersons, and photographers through the following categories: Visual Artists Organizations, Visual Artists Forums, Art in Public Places, and Special Projects. In addition to the category descriptions, read carefully the information below.

Generally, organizations may apply under only one category per year.

### **Important Information for All Organizational Applicants**

Legal Requirements: Grants will be made only to organizations meeting the legal requirements on page 15.

Matching Funds: Generally, grants to organizations may be used to pay no more than half the cost of any project. While the required matching funds should come primarily from cash contributions or earned income, in-kind contributions (e.g., donated services and materials) may sometimes be used as partial matching for Endowment grants.

Application Deadlines: Applications must be submitted by the Deadline Date shown for your category on the Application Calendar inside the front cover of these guidelines. Late applications or applications incomplete when the panel meets will be rejected.

Period of Support: Organizations may request a period of support beginning anytime after the Earliest Project Beginning Date shown for their category on the Application Calendar and generally extending for no more than 12 months.

Scope of Projects: Applications for new or innovative activities are welcome. Applicants may, however, request assistance to strengthen existing or previously supported activities. Organizations should not attempt to extend their activities beyond their ability to sustain them without Arts Endowment funds.

Applicants whose grants are recommended at less than the amount requested may be asked to revise the project budget. The revision can involve a reduction in the scope of the project and/or an adjustment of the budget to include increased funds from non-Endowment sources.

Continuing Support: A grant awarded to an organization one year does not imply Endowment support for subsequent years. Each year, every application is reviewed in competition with other applications in the same category, and the level of support, if any, is determined in the context of the quality and merit of the project, the number of requests, and the funds available.

Affirmative Action: The Visual Arts Program asks all applicants to be mindful of insuring opportunities for women and minorities.

Final Reports: At the end of the grant period, the Endowment requires final reports, including appropriate visual documentation, from all grantees. If you receive a grant, complete instructions on final reporting will accompany the grant letter.

Acknowledgment of Endowment Support: Organizations receiving grants must credit the National Endowment for the Arts in all published materials and announcements regarding the project.

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**Visual Artists Organizations**

This category is designed to encourage individual artistic development and achievement by assisting groups which provide an organizational structure and atmosphere conducive to artistic experimentation and dialogue. It addresses those organizations whose primary and ongoing purpose is to serve the needs of, and enhance opportunities for, individual artists, craftspersons, and photographers and that assure them an integral role in policy development and programming.

Support is available for a variety of ongoing activities including visual arts exhibitions, performances, events, access to working facilities and equipment, service activities, and visiting artists series. Applicants may be involved in one or more of these areas and are encouraged to include all visual arts programming in their application material. Priority will be given to organizations that provide professional-level fees to artists.

Also read carefully "Grants to Organizations" on page 5. If you have questions, please write or call the Visual Arts Program.

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**Whom We Fund**

Organizations that:

- Are originated by or for artists.
- Generate interaction and dialogue among artists and between artists and the public.
- Encourage and support the production and exhibition of contemporary art which reflects continued, serious, and exceptional aesthetic investigation.
- Have been in continuous operation for at least one year.
- Meet the legal requirements on page 15.

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**What We Fund**

Funds may be requested for programming in one or more of the following areas:

- Exhibitions of contemporary art, crafts, and photography, including static and non-static pieces, sited temporary installations, and other experimental and innovative activities.
- Working Facilities that provide artists, craftspersons, and photographers with the space, equipment, and means to experiment and produce new work and with access to technical assistance.
- Services that have a direct and immediate effect on the professional lives of a broad community of visual artists, such as information, resource, and advisory services, and financial, legal, and technical assistance.

NOTE: Visual Artists Organizations generally are not eligible to apply under the Visual Artists Forums category. Support for Forums activities and publications (see description on page 8) should be requested as part of your Visual Artists Organizations application.

In addition to the above, funds also may be requested for Artists' Fees. These funds are designed to help pay artists for their participation in an organization's ongoing programming and activities: for special projects; for use of their work in exhibitions and installations; or for performances, events, lectures, workshops, and demonstrations. The Visual Arts Program encourages the payment of professional-level fees to artists. These fees should be exclusive of costs for travel, per diem, supplies and materials, and other costs associated with the artists' program participation.

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**What We Do Not Fund**

- Amateur, student, or adult education groups.
- Construction or renovation of facilities.
- Basic real estate and maintenance costs.
- Purchase of major equipment.
- Creation of new organizations.



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Visual Artists Organizations,  
continued  
Review Criteria

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In reviewing applications, panelists consider the following:

- Quality of artists' work.
- Quality, innovation, and timeliness of proposed activities.
- Commitment to payment of professional fees to artists.
- Appropriateness and adequacy of facilities and equipment.
- Constituency and community served.
- Evidence of applicant's ability to administer the project, including organizational stability and appropriateness of budget for the proposed activities.
- Evidence of consideration of women and minorities.
- Completeness of application.

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Grant Amounts

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Most grants will range between \$5,000 and \$30,000. Last year the average grant was \$13,500. No organization will receive more than \$50,000 for its full range of activities. Up to \$10,000 may be awarded on a non-matching basis for payment of artists' fees; all other grant funds must be matched at least dollar for dollar.

Grant amounts will be determined by the specific activity(ies) for which support is requested; the applicant's overall budget and its commitment to each of these activities; available funds; and the items listed in "Review Criteria" above.

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Deadline and Announcement Dates

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See Application Calendar inside the front cover of these guidelines.

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Special Application Requirements

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**Follow the general instructions under "How to Apply for Grants to Organizations" on page 16. In addition, all Visual Artists Organizations applicants must submit:**

1. The completed Visual Artists Organizations Supplementary Information Sheet on page 23.
2. A financial statement for their most recently completed fiscal year.
3. Slides and/or photographs of their exhibition space and working facilities.

NOTE: Visual documentation is a crucial element of your application material and should therefore be complete and current.

4. The following information as applicable:
    - For Exhibitions: List all recent exhibitions and presentations. Include slide documentation, examples of current catalogues or publications, and describe future plans. Include the names of artists being considered for exhibitions during the grant period, and provide a brief biography and three slides or appropriate visual documentation for each artist.
    - For Working Facilities: List all recent and proposed workshop activities. Include the names of the primary users of the workshop and of the workshop leaders, and provide a brief biography and three slides or appropriate visual documentation for each artist.
    - For Services: Include documentation of the range and quality of services provided in the past and proposed for the grant period. Also describe the composition and size of the artist community served. Provide thorough documentation that demonstrates the usefulness of services provided.
    - For Forums activities and publications: See page 9 for special application requirements.
    - For Artists' Fees: Attach a plan for the payment of artists' fees during the grant period and a history of your organization's payment of such fees. Payment of professional fees to artists should be a priority. (For instructions about requesting artists' fees, see p. 18, Section IX, A.5, "Fees for services and other expenses.")
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**Visual Artists Forums**

Grants in this category support projects that promote discourse among visual artists and/or between artists and the public. Grants enable artists to assemble with professional peers, teachers, students, and the public to debate issues, share information, compare methods, and stimulate thinking. Support is also available for non-commercial publications that contribute to the national dialogue on contemporary art. This category serves a wide range of organizations in all visual arts disciplines, including crafts, photography, and critical writing.

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**What We Fund**

- Visiting artists series and artists-in-residence programs.
- Seminars, symposia, and conferences (and documentation thereof).
- Short-term workshops and demonstrations.
- Critical and theoretical art journals.
- Publications that serve as alternative presenting forums for original works by professional artists.

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**What We Do Not Fund**

- Regular educational curricula or faculty positions.
- Administrative salaries (except for publications).
- Exhibitions.
- Purchase of equipment.
- Newsletters or exhibition catalogues.

NOTE: Visual Artists Organizations generally are not eligible to apply under the Visual Artists Forums category. Support for Forums activities and publications should be requested as part of their Visual Artists Organizations application.

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**Review Criteria**

In reviewing applications, panelists consider the following:

- Quality of artists' work.
- Quality, innovation, and timeliness of proposed project.
- Commitment to payment of professional fees to artists.
- Constituency and community served.
- Potential of project to promote discourse among artists and/or between artists and the public.
- Plans for informing the public about the project.
- Evidence of applicant's ability to administer the project, including organizational stability and appropriateness of budget for the proposed activities.
- Appropriateness and adequacy of facilities and equipment, if applicable.
- Evidence of consideration of women and minorities.
- Completeness of application.
- For publications (in addition to the above criteria):
  - Quality of material proposed for inclusion.
  - Payment of professional-level fees to contributors.
  - General quality of and need for the proposed project.

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**Grant Amounts**

Grants of up to \$5,000 will be awarded for Forums projects. Publications are eligible for up to \$15,000. All grants must be matched at least dollar for dollar.

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**Allowable Costs**

Total project costs for Forums projects should reflect primarily artists' fees, travel expenses, and artists' supplies. For publications, fees to contributors should be given high priority. The Visual Arts Program expects the payment of professional-level fees to artists and encourages applicants to provide a substantial portion of these fees, travel, and supplies from funds other than those granted by the Endowment.

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**Deadline and Announcement Dates**

See Application Calendar inside the front cover of these guidelines.

For all Forums projects other than publications:

1. A list of artist participants being considered. For each artist, include:
  - Five slides or other visual documentation of his/her work.
  - A brief biography.
  - A statement from the artist agreeing to the terms of the visit, including length, dates, and proposed fee.
2. A list of artists who have participated in the past year, when applicable.
3. A description of your selection procedures.
4. A description of the professional qualifications of persons responsible for organizing the proposed activities.
5. For applicants intending to commission new work by visiting artists, a copy of any signed agreement with the artists.
6. A profile of the audience to be served, including size and composition.
7. Plans for making the public aware of your project.

For publications:

1. Examples of previous publications.
2. Specific production plans including projected number of pages and photographs, format, paper type, binding, and reproduction method.
3. Distribution plans including projected number of copies.
4. Estimated revenues from sales.
5. Names of contributors, samples of their work, and policy toward payment of fees for their services.

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**Art in Public Places**

Grants in this category are designed to make the best contemporary art accessible in public places other than museums, and to provide new challenges and opportunities for living American artists of exceptional talent and achievement.

In recent years, grants have supported innovative projects for spaces previously unexplored as sites for artworks, both interior and exterior, and have encouraged an increasing number of younger artists, craftspersons, and photographers. Applicants are encouraged to consider imaginative approaches to possible sites: rivers, waterfronts, parks, recreational facilities, airports, subways, roadsides, and public buildings. Privately owned land may be proposed as a site if it is an area to which the public has free access, such as a housing development or university campus.

The most successful public art projects have been those involving the artist in the initial planning and design stages. Priority will be given to those applications where the artist has an integral role in all stages of the project.

The Program encourages the payment of professional-level fees to artists for their design proposals and other planning activities associated with the project.

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**Whom We Fund**

- State and local governmental units and nonprofit tax-exempt organizations meeting the legal requirements on page 15.

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**What We Fund**

- Public art projects focusing on newly created work as permanent features of public sites. Work may be in a variety of visual arts media, including painting, sculpture, earthworks, environmental art, video, photography, crafts, and combined media. The work must be appropriate to its site and the surrounding environment. Early participation of artists in site planning and design is essential.
- Planning grants which may help support:
  - Payment of fees to artists for their participation in planning activities.
  - Short-term installations and other activities designed to educate and prepare the community for public art projects and to explore the potential for such projects.

NOTE: Organizations that receive support for planning activities may apply for subsequent funds to implement the final project. Endowment support at the planning stage, however, in no way implies a subsequent grant for implementation.

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**What We Do Not Fund**

- Exhibitions.
- Museum acquisitions or installation of work on museum grounds.
- Projects of a solely historical, commemorative, or memorial nature.
- Open or juried competitions.
- Work not created specifically for the proposed site.

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**Review Criteria**

In reviewing applications, panelists consider the following:

- Quality of the artist's work.
- Quality, innovation, and timeliness of project.
- Commitment to payment of professional fees to artists.
- Appropriateness of the site as an integral component of the overall project.
- Involvement of the artist in all phases of the project.
- Quality of the artist selection committee and the selection procedures.
- Evidence of applicant's ability to administer the project, including organizational stability and appropriateness of budget for the proposed activities.
- Evidence of a thoroughly developed and feasible fundraising plan to meet matching requirements.
- Plans for community involvement, preparation, and dialogue.



<hr/> Art in Public Places, Review Criteria, continued	<ul style="list-style-type: none"> <li>• Constituency and community served.</li> <li>• Adherence to procedures outlined in the <u>Art in Public Places Memorandum</u> that will be sent to all potential applicants.</li> <li>• Evidence of consideration of women and minorities.</li> <li>• Completeness of application.</li> </ul>
<hr/> Grant Amounts	<p>Grants generally will not exceed \$50,000 for implementation of public art projects. Up to \$10,000 may be available for planning activities. In the event an organization receives both a planning grant and a final implementation grant, the combined grant amount generally will not exceed \$50,000. All grants must be matched at least dollar for dollar.</p>
<hr/> Allowable Costs	<p>The budget breakdown (Endowment grant and matching funds) on the final application form should include only allowable costs: artist's fee, the cost of creating the work (materials and fabrication), the cost of transporting it to the site and installing it, and, if applicable, the dealer's fee.</p> <p>The National Council on the Arts and Visual Arts Program advisory panels have recommended that a dealer's fee not exceed ten percent of an artist's fee.</p> <p>Additional costs such as site preparation, staff salaries and staff travel, administrative expenses, consultants' fees for site proposals, cost of artists selection procedures, and long-term care and maintenance costs must be met by additional sources. Such payments will not be considered part of the matching funds. A budget for the overall project, including such additional costs, should accompany the final application on a supplementary 8-1/2" x 11" sheet.</p>
<hr/> Deadline and Announcement Dates	<p>See Application Calendar inside the front cover of these guidelines.</p>
<hr/> Special Application Requirements	<ol style="list-style-type: none"> <li>1. <u>Initial Inquiry:</u> Organizations interested in Art in Public Places grants should contact the Visual Arts Program as soon as possible and no later than May 1, 1983. An <u>Art in Public Places Memorandum</u>, containing information essential to the application process, will be forwarded at that time.</li> <li>2. <u>Letter of Intent:</u> If, after having received and reviewed the <u>Art in Public Places Memorandum</u>, you decide to apply, you must notify the Visual Arts Program in writing. Applicants are not expected to have made final decisions at the letter of intent stage and are encouraged to use this step as a means of seeking information and advice. A panel of consultants will review letters of intent and make recommendations to applicants in order to assist them in developing their projects. The Visual Arts Program may also suggest further sources of information and consultants where appropriate. Letters summarizing the panel's recommendations in response to each letter of intent will be returned by October 1, 1983.</li> </ol> <p>Letters of intent should be addressed to:</p> <p>Art in Public Places Visual Arts Program National Endowment for the Arts 1100 Pennsylvania Avenue, N.W. Washington, D.C. 20506</p> <p>The letter of intent should describe the purpose and scope of the proposed project and the applicant organization's responsibilities. It should include the following information:</p> <ul style="list-style-type: none"> <li>• Description of the process by which the artist will be chosen and the names and qualifications of those responsible for the selection. The Endowment recommends that nationally recognized experts on contemporary art who have had experience with art in public places be actively engaged in the selection process.</li> </ul>

(Continued on next page)

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- Names of artists under consideration or which indicate the direction your search for an artist will take. If you have narrowed the range of consideration to a few specific artists, you should include slides of their recent work (no more than five slides per artist). Slides and photographs will not be returned to the applicant.
  - Description and photographs (8" x 10" black and white), 35-mm slides, and/or drawings of the proposed site(s). Slides and photographs should show the site(s) from several angles.
  - Anticipated grant request amount and expected sources of matching funds.
  - Plans for engaging community support and interest.
3. Application: Based on the panel's recommendations in the response to your letter of intent, you may wish to apply for funds to carry out planning activities or to proceed with implementation of the project. Applicants must submit the Organization Grant Application Form NEA-3 (Rev.) and other materials outlined under the "How to Apply" section on page 16. Read the section on "Allowable Costs" on page 11 before completing the budget portions of the application form.

If you are applying for planning activities, your application package should include all points listed under the letter of intent requirements plus additional information (details will be sent before the time of application).

If you are applying for implementation of the project, your application package should contain a complete, fully developed description of your project including:

- Description and slides or photographs of the site. Slides are preferable.
- Name and brief biography of the artist chosen.
- Five slides of the artist's recent work.
- Description of the process by which the artist was chosen, including the qualifications of the selection panel members.
- Evidence of support from the appropriate civic authorities and community groups.
- Fundraising plan; sources of matching funds.
- Methods proposed to introduce the project and the artist's work to the community.
- A budget for the overall project (See details under "Allowable Costs" on page 11.)

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### Special Projects

This category is designed to respond to new and creative ideas that will have a broad impact on the visual arts field and are not eligible under the other categories described in these Guidelines. Projects must be consistent with the purposes of the Visual Arts Program as outlined in the introduction on page 4. Only a very limited number of projects of national or regional significance will be supported.

Organizations interested in applying must contact the Visual Arts Program (202/634-1566) before applying.\*

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\* During the spring of 1983, the National Endowment for the Arts will be moving to new offices. If you have difficulty reaching the Visual Arts Program by phone, please call Washington, D.C. Information at 202/555-1212.

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## Other Endowment Programs of Interest

If you are interested in contacting any of the programs described below, call the number provided or write:

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\_\_\_\_\_ (Appropriate Program Name)  
National Endowment for the Arts  
1100 Pennsylvania Avenue, N.W.  
Washington, D.C. 20506

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### Artists in Education

The Artists in Education Program places professional artists in educational settings and responds to other arts in education issues. Visual artists are included in the program. For information, contact your state arts agency or the Endowment's Artists in Education Program. (202/634-6028)

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### Dance

The Dance Program offers assistance for choreographers and for organizations that perform and present dance and mime. (202/634-6383)

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### Design Arts

The Design Arts Program offers assistance for design projects of exceptional merit aimed at the development or adaptation of facilities for artists and arts organizations. (202/634-4276)

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### Expansion Arts

The Expansion Arts Program supports professionally-directed arts organizations of high artistic quality which are deeply rooted in and reflective of the culture of a national minority, inner city, rural, or tribal community. (202/634-6010)

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### Folk Arts

The Folk Arts Program offers assistance for the presentation and documentation of traditional arts and artists. (202/634-4282)

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### Inter-Arts Program

The Inter-Arts Program assists arts projects and organizations which involve two or more arts disciplines and have national or regional impact. This includes presenting organizations, artists' colonies, service organizations and interdisciplinary arts projects. (202/634-6020)

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### Literature

The Literature Program provides fellowships to writers of exceptional talent, and assists organizations that publish poetry and prose, sponsor residencies for writers, promote and develop audiences for contemporary creative writing, and provide services to writers. (202/634-6044)

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### Media Arts: Film/Radio/Television

The Media Arts Program offers assistance to individuals and nonprofit organizations involved in film, video, radio, and television. (202/634-6300)

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### Museums

The Museum Program offers assistance for a variety of museum projects primarily of artistic significance. Special exhibitions, catalogues, and educational and other outreach projects are among the activities assisted. (202/634-6164)

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### Music

The Composers category of the Music Program offers fellowships to composers and to creative artists, including visual artists, working with composers. Grants are also available to centers for new music resources, including electronic music studios, computer centers, and other innovative facilities. (202/634-6390)

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**Opera-Musical Theater**

The Producers Grants category of the Opera-Musical Theater Program assists imaginative and enterprising individuals who generally work outside established producing organizations in creating music theater works. Artists who produce their own work or works of others are eligible to apply. (202/634-7144)

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**Challenge Grants**

Challenge Grants are designed to help arts institutions broaden the base and increase the level of contributed support from nonfederal sources. Organizations receiving Challenge Grants must match every federal dollar with at least three dollars from other sources. Matching funds must be from new sources or represent increased giving from former donors. Applicants are expected to have comprehensive, long-range institutional development plans and fundraising strategies at the time of application. (202/632-4783)

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**Office for Special Constituencies**

The Office for Special Constituencies assists individuals and nonprofit organizations in making arts activities accessible to older adults, disabled and institutionalized populations. As part of its advocacy and technical assistance efforts, model project guidelines are developed with Endowment programs to encourage projects that demonstrate innovative ways to make the arts accessible. Please call or write the Office concerning model project guidelines, technical assistance materials relating to accessibility, or for assistance in developing accessible programs. (202/634-4284 or 202/634-4138 TTY)

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**The Business of Art and the Artist**

The Arts Endowment and the U.S. Small Business Administration have developed an SBA-run program to give technical business and marketing assistance to visual artists and their service organizations. It operates as a co-sponsorship between SBA District Offices and local arts groups. Information on "The Business of Art and the Artist" program can be obtained from the Assistant District Director for Management Assistance at any local Small Business Administration office.

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## Legal Requirements

By law, the National Endowment for the Arts may support only those organizations that:

- Are tax-exempt.<sup>1</sup> Organizations qualifying for this status must meet the following criteria:
  - (1) No part of net earnings may benefit a private stockholder or individual;
  - (2) Donations to the organization must be allowable as a charitable contribution under Section 170(c) of the Internal Revenue Code of 1954, as amended. A copy of the IRS determination letter for tax-exempt status or of the official document identifying the applicant organization as a unit of either state or local government must be submitted with each application.
- Comply with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and, where applicable, Title IX of the Education Amendments of 1972. Title VI and Section 504 bar discrimination on the basis of race, color, national origin, or personal handicap in federally assisted projects. Title IX prohibits discrimination on the basis of sex in federally assisted education programs and activities. You must file an "Assurance of Compliance" form with the Grants Office of the National Endowment for the Arts. A form is provided at the back of these guidelines.
- Pay prevailing wages. Organizations must comply with parts 3, 5, and 505 of Title 29 of the Code of Federal Regulations, which specifies that organizations must compensate all professional personnel, laborers, and mechanics on Arts Endowment supported projects in accordance with applicable labor standards as recognized by the appropriate union.

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<sup>1</sup>Generally speaking, in American Samoa, Guam, the Northern Mariana Islands, and the U.S. Virgin Islands, U.S. tax laws have an application similar to that in the United States. However, in the Commonwealth of Puerto Rico, owing to special income exemptions, the application differs. Nevertheless, in all these areas arts organizations should be aware of their need to obtain tax-exempt status in order to qualify for Endowment support. Applications and inquiries concerning this matter may be made to the Internal Revenue Service's Exempt Organization Office, 31 Hopkins Plaza, Baltimore, Maryland 21201; telephone 301/762-2590.

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## To Help Us Gather Information

In connection with Title VI of the Civil Rights Act of 1964,<sup>1</sup> the National Endowment for the Arts is seeking pertinent information and thoughtful advice concerning minority<sup>2</sup> participation in the arts. As part of this effort, we are requesting information from applicant organizations regarding minority involvement at the artistic, administrative, board, and audience/participant level. Specifically, we would be interested in learning about the racial and ethnic composition of communities served by your organization, special programs and services provided to those communities, and the present or proposed membership in any planning or advisory body connected with your organization. In addition, we welcome any ideas or suggestions which might assist efforts to strengthen and expand minority participation in the arts at all levels.

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<sup>1</sup>Title VI provides that no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

<sup>2</sup>"Minority" here includes American Indian or Alaskan Native; Asian or Pacific Islander; Black, not of Hispanic origin; Hispanic; other ethnic groups.

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## How to Apply for Grants to Organizations

Organizational applicants must follow the general instructions below and the "Special Application Requirements" for their category:

Visual Artists Organizations	page 7
Visual Artists Forums	page 9
Art in Public Places	page 11

All materials must be typed; copies must be clearly readable. All information should be on letter-size paper. Please submit one copy of each item unless otherwise specified. Be sure to keep copies for your records. **Submit materials in the order listed below.**

Please send **all** materials in **one package** to:

Grants Office/VA  
(Category under which you are applying)  
National Endowment for the Arts  
1100 Pennsylvania Avenue, N.W.  
Washington, D.C. 20506

1. **Three** copies of the Organization Grant Application Form NEA-3 (Rev.). One blank form starts on page 19. One copy submitted must be a typed, signed original.
  - Check the "Special Application Requirements" for your category for specific information to be included on the application form.
  - Clearly summarize the project in Section IV of the application form ("Summary of Project Description"). **The first sentence of your project description should briefly summarize your entire project.** More detail should then be provided in subsequent sentences.
  - If you are applying under Visual Artists Organizations and are requesting support in more than one programming area, clearly summarize each area of activity in the space provided in Section IV of the application form. Using no more than 4 additional 8-1/2 x 11" pages (please be as concise as possible), provide detail on each programming area for which support is requested. The top half of each sheet should include information such as names of exhibiting or visiting artists; titles or types of planned exhibitions, workshops, and publications; and types of services you offer. The bottom half of the sheet should contain general budget information.
2. Any supplementary material outlined under "Special Application Requirements" for your category.
3. A copy of the Internal Revenue Service determination letter for tax-exempt status or of the official document identifying the applicant organization as a unit of state or local government.
4. The Assurance of Compliance Form on page 25. All applicants must submit a completed form whether or not one has been submitted previously.
5. A list of grants you have received from the Arts Endowment in the past two years, and a list of any applications pending in other Endowment programs.
6. Two copies of final fiscal and narrative reports on any completed Visual Arts Program grants, if not previously submitted. Current grantees should provide one copy of an interim narrative report of no more than three pages on projects still underway.
7. The completed application acknowledgment card which appears on the back cover of these guidelines.



- I. The applicant organization's name** as provided here must be identical to that in the IRS determination letter for tax-exempt status or in the official document identifying the applicant as a unit of either state or local government.
- II. Program category under which support is requested.** Please indicate the appropriate category:  
  
Visual Artists Organizations  
Visual Artists Forums  
Art in Public Places
- III. Period of support requested** is the span of time necessary to plan, execute, and close out the proposed project. Generally the Endowment limits its financial participation in any project to 12 months or less. A project should not begin before the starting date indicated on the Application Deadline Calendar.
- IV. Summary of project description.** Describe clearly and concisely how the requested funds will be spent. The first sentence of your project description should briefly summarize your entire project; more detail should be provided in subsequent sentences. Where appropriate, include the names of key personnel. Also review the "Special Application Requirements" for your category for specific information to be included here.
- V. Estimated number of persons expected to benefit from this project** is the total audience members, participants, students, or others (excluding employees and performers) who are anticipated to benefit directly.
- VI. Summary of estimated costs** is a recapitulation of direct costs and indirect costs as shown on the second and third pages of the application form. See instruction IX for further explanation.
- VII. Total amount requested from the National Endowment for the Arts.** The amount requested should be rounded to the nearest \$10. As these are matching grants, the amount shown here should not be more than 50% of the Total Project Costs in Section VI.
- VIII. Organization total fiscal activity.**
  - A. Expenses** should include Arts Endowment projects funded and anticipated.
  - B. Revenues, grants, & contributions** should include Endowment grants received and anticipated.
- IX. Budget breakdown of summary of estimated costs.** (Art in Public Places applicants should refer to "Allowable Costs" on page 11 when completing this section.)
  - A. Direct costs** are those which can be specifically identified with the project.
    - 1. Salaries and wages** must be estimated at rates not lower than the prevailing minimum compensation as set out in the Code of Federal Regulations. Copies will be sent on request. Fringe benefits may be included here only if not included as indirect costs.
    - 2. Supplies and materials** include consumable supplies, raw materials for the fabrication of project items, and items costing less than \$500 or with an estimated useful life of less than three years.

**Instructions for Completing  
Organization Grant Application  
Form NEA-3 (Rev.), continued**

- IX.**
- 3. Travel** must be estimated according to the applicant's established travel practice, providing that the travel cost is reasonable and all travelers use transportation costing no more than air coach accommodations. Foreign travel, if any is intended, must be specified in this section.
  - 4. Permanent equipment** includes purchased equipment costing over \$500 with an estimated useful life of three years or more. Written justification should include a brief description of the items. The Endowment has a general policy against support of capital improvements and major construction.
  - 5. Fees for services and other expenses** include "Direct payment to artists" and "Other fees and expenses." "Direct payment to artists" includes artists', critics', and curators' consulting and contractual fees for services and/or honoraria. "Other fees and expenses" include rental of space or equipment, photocopying, telephone, postage, and transportation of items other than personnel. With consultant and artist fees, honoraria, or contracts for personal or professional services, please specify the number of persons and applicable fee, rate, or amount of each. Do not include entertainment, fines and penalties, bad debt costs, contingencies, or costs incurred before the beginning of the official grant period.

If requesting non-matching support for artists' fees ("Direct payment to artists"), state on page one of the form under VII ("Total amount requested from the National Endowment for the Arts") both the matching and non-matching amounts requested. State the matching amount first, e.g., \$20,000/\$10,000.

- B. Indirect costs** are those costs incurred for common or joint objectives and not readily assignable to specific activities. They may be computed by the application of an indirect cost rate established as a result of negotiation with the National Endowment for the Arts Audit Office, 1100 Pennsylvania Avenue, N.W., Washington, D.C. 20506 or another federal agency. A copy of the agreement must accompany the application.
- X. Contributions, grants, and revenues.** The Arts Endowment generally requires each applicant to obtain at least half the total cost of each project from nonfederal sources. Specify all sources of matching funds.
- A. Contributions:**
- 1. Cash** donations anticipated for this project, except direct donations to the Endowment, and
  - 2. In-kind contributions** at the fair-market value of essential items that are wholly or partially consumed on the project. In-kind contributions must also be reflected in the total project cost.
- B. Grants** include all or a pro rata share of anticipated grants either wholly or partially restricted for use on this project. (Do not include the grant requested by this application.) A grant is generally characterized by written authority to spend up to a specified amount of money for a specified purpose.
- C. Revenues** include all other funds, regardless of source, expected to be used on this project.
- XI. State Arts Agency notification** urges each applicant to advise its state arts agency that this application is being made.
- XII. Certification** must be signed by an official of the applicant organization with legal authority to obligate the organization.

# Visual Arts Program

## Organization Grant Application Form NEA-3 (Rev.)

Applications must be submitted in triplicate and mailed with other required materials to: Grants Office/VA (Category Name), National Endowment for the Arts, 1100 Pennsylvania Avenue, N.W., Washington, D.C. 20506

I. Applicant Organization (name, address, zip)

Phone:

II. Category under which support is requested:

- ☐ Visual Artists Organizations  
☐ Visual Artists Forums  
☐ Art in Public Places

III. Period of support requested:

Starting

month day year

Ending

month day year

IV. Summary of project description

V. Estimated number of persons expected to benefit from this project

VI. Summary of estimated costs (recapitulation of budget items in Section IX)

Total costs of project  
(rounded to nearest ten dollars)

A. Direct costs

Salaries and wages

\$

Fringe benefits

Supplies and materials

Travel

Permanent equipment

Fees and other

Total direct costs

\$

B. Indirect costs

\$

Total project costs

\$

VII. Total amount requested from the National Endowment for the Arts

\$

NOTE: This amount (Amount requested):

\$

PLUS Total contributions, grants, and revenues (X., page 3):

+

MUST EQUAL Total project costs (VI. above):

=

VIII. Organization total fiscal activity

Actual most recent fiscal period

Estimated for next fiscal period

A. Expenses

1. \$

2. \$

B. Revenues, grants, & contributions

1. \$

2. \$

Project Director:

Name:

Phone:

20

Amount

§

<b>Total permanent equipment</b>	\$ _____

Total permanent equipment

\$.

## Amount

### Direct payment to artists

\$


Total direct payment to artists

\$.

### Other fees and expenses

[illegible]

Total other fees and expenses

\$

Total direct payment to artists and other fees and expenses

\$

Rate established by attached rate negotiation agreement with  
National Endowment for the Arts or another Federal agency

Amount

Rate \_\_\_\_\_ %      Base \$ \_\_\_\_\_

\$

### A. Contributions

### 1. Cash

Amount

§


**2. In-kind contributions (list each major item)**


**Total contributions**

\$

**B. Grants (do not list anticipated grant from the Arts Endowment)**

Amount

§


### Total grants

\$

### C. Revenues

Amount

\$


Total revenues

\$

Total contributions, grants, and revenues for this project

\$



The National Endowment for the Arts urges you to inform your State Arts Agency of the fact that you are submitting this application.

Have you done so? \_\_\_\_\_yes\_\_\_\_\_no\_\_\_\_\_

XII. Certification

We certify that the information contained in this application, including all attachments and supporting materials, is true and correct to the best of our knowledge.

Authorizing official(s)

Signature \_\_\_\_\_ x  
Name (print or type) \_\_\_\_\_  
Title (print or type) \_\_\_\_\_  
Telephone (area code) \_\_\_\_\_

Signature \_\_\_\_\_ x  
Name (print or type) \_\_\_\_\_  
Title (print or type) \_\_\_\_\_  
Telephone (area code) \_\_\_\_\_

Project director

Signature \_\_\_\_\_ x  
Name (print or type) \_\_\_\_\_  
Title (print or type) \_\_\_\_\_  
Telephone (area code) \_\_\_\_\_

\* Payee (to whom grant payments will be sent if other than authorizing official)

Signature \_\_\_\_\_ x  
Name (print or type) \_\_\_\_\_  
Title (print or type) \_\_\_\_\_  
Telephone (area code) \_\_\_\_\_

\* If payment is to be made to anyone other than the grantee, it is understood that the grantee is financially, administratively, and programmatically responsible for all aspects of the grant and that all reports must be submitted through the grantee.

BE SURE TO DOUBLE CHECK THE "HOW TO APPLY" SECTION ON PAGE 16 AND THE SPECIAL APPLICATION REQUIREMENTS FOR YOUR CATEGORY FOR ALL MATERIALS TO BE INCLUDED IN YOUR APPLICATION PACKAGE.

Privacy Act

The Privacy Act of 1974 requires us to furnish you with the following information:  
The Endowment is authorized to solicit the requested information by Section 5 of the National Foundation on the Arts and the Humanities Act of 1965, as amended. The information is used for grant processing, statistical research, analysis of trends, and for congressional oversight hearings. Failure to provide the requested information could result in rejection of your application.

## 23

Name of applicant: \_\_\_\_\_

- (Continued on next page)

4. Describe your organization's structure in the space provided. Also attach a list of the board of directors, advisory panels, and staff.
5. Describe your organization's curatorial selection procedures, exhibition policies, and membership policy.
6. Describe the size and composition of the constituency served by your organization.
7. If applicable, attach a list describing technical equipment owned and/or rented and your policies for making this equipment available to artists.



**Assurance of Compliance with National Endowment for the Arts Regulations**  
under Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of  
1973, and Title IX of the Education Amendments of 1972.

25

\_\_\_\_\_ (hereafter called the "Applicant")  
**Hereby Agrees** that it will comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and, where applicable, Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.) and all regulations of the National Endowment for the Arts issued pursuant to these statutes. Title VI, Section 504, and Title IX prohibit discrimination on the basis of race, color, national origin, handicap, or sex in any program or activity receiving Endowment support. The Applicant **Hereby Gives Assurance** that it immediately will take any measures necessary to comply.

This assurance shall obligate the Applicant for the period during which the federal financial assistance is extended. There are two exceptions. If any personal property is acquired with Endowment assistance, this assurance shall obligate the Applicant for the period during which it retains ownership or possession of that property. If any real property or structure is improved with Endowment support, this assurance shall obligate the Applicant or any transferee for as long as the property or structure is used for the grant or similar purposes.

This assurance is given in connection with any and all financial assistance from the Endowment after the date this form is signed. This includes payments after such date for financial assistance approved before such date. The Applicant recognizes and agrees that any such assistance will be extended in reliance on the representations and agreements made in this assurance, and that the United States shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the Applicant, its successors, transferees, and assignees, and on the authorized official whose signature appears below.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Applicant's mailing address

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
By (President, Chairman of the Board, or comparable authorized official)

\_\_\_\_\_  
Dated

## Assurance Explanation

Title VI of the Civil Rights Act of 1964 provides that no person in the United States shall, on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity receiving federal financial assistance. Section 504 of the Rehabilitation Act of 1973 provides for nondiscrimination in federally assisted programs on the basis of handicap. Subject to certain exceptions, Title IX of the Education Amendments of 1972 prohibits the exclusion of persons on the basis of sex from any education program or activity receiving federal financial assistance.

As a condition to approval of a grant, Arts Endowment regulations require all organizational applicants to execute the "Assurance of Compliance" form, whether or not a comparable form has been filed with another agency.

The Applicant referred to in the form is the organization itself, whose chief executive officer or comparable official should sign. The name and title of the organization and of the official should be typed on the form. The signed original should be returned with other required materials to the Arts Endowment's Grants Office. It should be noted that signing this form indicates a commitment to comply with the three statutes referred to herein.







National Endowment for the Arts  
1100 Pennsylvania Avenue, N.W.  
Washington, D.C. 20506

Postage and  
Fees Paid  
National Endowment  
for the Arts



Official Business

100  
100  
100

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All applicants should self-address the reverse side of this card and state on the line below the category under which they are applying. Include this card in your application package.

Category \_\_\_\_\_

This card will be returned to you to acknowledge receipt of your application by the Visual Arts Program. In all future inquiries, please refer to your application number, which is:

Application Number: \_\_\_\_\_ Date: \_\_\_\_\_  
Endowment Use Only

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**FY 1984 Visual Arts Program**

All applicants should complete this card and return it in their application package.

Category in which you are applying \_\_\_\_\_

Name of Organization \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_

Project Director \_\_\_\_\_

Application Number — Endowment Use Only — Date \_\_\_\_\_

Official Business

National Endowment for the Arts  
1100 Pennsylvania Avenue, N.W.  
Washington, D.C. 20506

Visual Arts Program  
New Telephone Number  
(202) 682-5448

Postage and Fees Paid  
National Endowment for the Arts

